



MINUTES OF THE TRC FULL CORPORATION MEETING

MONDAY 13 JULY 2015

PART I

PRESENT

Mr P Jagger MBE (Chair); Dr RJG Bloomer; Ms J Collier (Vice Chair); Mr D Fitzgerald; Mr J Ellis; Mr R Gray; Mr T Grice; Mr S Kirk; Mr B Owen; Miss S Sibanda; Mr A Wilding; Dr P R Williams;

NON-ATTENDANCE

Mr M Chaudhary; Ms A Todd

In Attendance:

Mrs E Pickering, Acting Clerk; Mr M Patterson, Vice Principal Finance & Resources; Mr T Dowling, Vice Principal Teaching & Learning

APOLOGIES

14.188 Apologies were received from Ms M Allen

The new staff governor, Mr R Gray, was welcomed to the meeting

DECLARATIONS OF INTEREST

14.189 Members were reminded of the need to declare any interests and reserve the right to declare an interest at any stage of the meeting.

MINUTES

14.190 The Minutes of the Meeting (Part I) held on 20 April 2015 were agreed as a true and accurate record and were signed by Vice Chair.

MATTERS ARISING

14.191 The Corporation received a list of actions arising from previous meetings. It was noted that items were either complete or ongoing.

UPDATE ON MEMBERSHIP

14.192 The clerk updated the Corporation on membership and vacancies as follows –
Staff – two members of staff had been nominated to serve as a governor. After a ballot amongst the staff, Mr Russell Gray, the College exams officer, was elected to fill the vacancy on the Corporation.
Students – there are 2 student members of the Corporation.
External – RMBC had put forward a nomination to be considered as an external member. However he had changed his mind and notified the College that he no longer wished to be considered and also that RMBC was no longer able to put forward a nomination. The members expressed concern at this as they were keen to maintain links with RMBC. The Clerk was asked to contact RMBC to clarify the position.

RESOLVED – to approve the appointment of Russell Gray as staff governor.

A meeting will be arranged between the Chair and Vice Chair of the Corporation, the Principal the Clerk to consider the vacancies on the Corporation and how to fill them,

AUDIT COMMITTEE BUSINESS

14.193 The Audit Committee had met prior to the Corporation meeting and discussed the Risk Management report and Action Plan. The high risk items and actions to deal with them had been considered by the committee. The audit committee recommended the Risk Management Action Plan 2015/16 to the Corporation.

The Corporation noted the Risk Management Action Plan 2015/16

14.194 The Vice-Principal, Finance and Resources presented a report on the changes required by the introduction of FRS 102. The changes that affect the College relate to the treatment of government grants on the balance sheet, and the VP advised that the accruals model should be used. He also advised that Sport England and EU ERDF grants should be treated as government grants and that all such grants should be clearly identified on the Balance Sheet. Grant Thornton have seen the report and agreed with its recommendations.

RESOLVED – to accept the use of the accruals method of reporting Government grants on the Balance Sheet.

RESOURCES COMMITTEE BUSINESS

14.195 The draft, unconfirmed Minutes of the Resources Committee were presented to the Corporation and recommendations noted. The May 2015 management accounts had been presented to the committee. As reported earlier this year the main variances are caused by the increased number of students enrolled in September 2014 for whom funding will not be received until 2015/2016 academic year. There were no other areas of concern in the accounts and it was noted that the catering department is set to exceed its budgeted surplus. The members were also informed that it is unlikely that the Sports Centre will achieve as large a surplus this year due to competition from new low-cost gyms opening in Rotherham.

The Management Accounts for May 2015 were noted.

14.196 The Vice-Principal Finance and Resources provided a summary of the Financial Plans and Commentary document for the next 3 financial years. This outlined the key points that had been considered by the resources committee.

- Funding for 2015/16 is secure but future years will depend on the Government spending review in late 2015.
- Although the demographic trend is downwards applications for September are looking strong.
- A small surplus is forecast for the next two years, although this is dependent on certain assumptions including further staff savings (with the aim of making these through natural turn-over) and no pay rise in 2017/18. No decision will be taken on all of the issues raised in the paper until Autumn 2015.

The members considered the report at length. They noted that the increase in funding expected in 2015/2016 will be offset by increased employer NIC and pension rates. The members discussed how to keep staff costs under control whilst still maintaining the quality of provision for students. They agreed that a long-term view is needed. The budget figures have been affected by the recent Government decision to introduce a National Living Wage. The new rates will affect the cleaners in the first place but may affect other areas later. The Vice Principal Finance and Resources asked the members to consider whether the increase to £7.20 per hour for the cleaners should be introduced in 2 stages by April 2016 or be implemented from 1 September 2015.

RESOLVED – to implement the National Living wage of £7.20 per hour for the cleaning staff from September 2015.

- 14.197 The resources committee had considered the fees policy and schedule of course fees and recommended them to the Corporation.
RESOLVED – to approve the course fees schedule and fees policy for 2015/16.
- 14.198 The Vice Principal Finance and Resources presented a paper listing accidents reported between 25 February and 10 June 2015. The Corporation noted the report.
- 14.199 The Principal presented the Safeguarding, Child Protection and Vulnerable Adults Policy and annual Safeguarding report for 2014/15. The policy is based on the RMBC policy and has been discussed by the Resources Committee. As usual new students will be informed of Safeguarding arrangements at the start of the academic year. The members noted the report and policy.
- 14.200 The Principal gave a presentation to the Corporation on the Prevent duty. The members discussed the presentation and the plans that the College has to train staff and raise awareness amongst students. The Principal will keep the Corporation updated on progress.

QUALITY AND STANDARDS COMMITTEE BUSINESS

- 14.201 The draft, unconfirmed Minutes of the Quality and Standards Committee were presented to the Corporation and recommendations noted. The committee had discussed the update to the Teaching, Learning and Assessment Strategy as presented by the Vice Principal Teaching and Learning. The main area to note was the change to the lesson observation and Learning Walk programme which will include peer to peer observations and unannounced ‘drop in’ learning walks by members of the observation team. Staff will be fully trained in the process and time will be given to allow feedback and follow up to the peer to peer observations.
- 14.202 The Corporation discussed the proposed changes to the Gradebook system. A new standardized system is to be implemented from September 2015 consisting of a series of timed assessments held across the curriculum at the same time (about 7 to 8 times a year) and it is these marks that will be entered in Gradebook. This will lead to a more consistent approach and hopefully reduce the workload on teachers and allow them to be able to judge even better how their students are progressing.

HE UPDATE

- 14.203 The Vice-Principal, Finance and Resources, gave a verbal update on the meetings held with both RCAT and SHU. Work is ongoing on developing a sports coaching course. The members agreed that the courses have to be properly marketed with a long lead in as HE courses are made available through UCAS over a year in advance of the course starting. The courses also need to be adequately resourced to ensure that the students receive a fully supported programme of study. An update will be made at the next Corporation meeting.

PRINCIPAL’S REPORT

- 14.204 The Principal reported that recruitment of potential students earlier this year had been successful and resulted in 67% of the students attending the recent induction course. A successful evening was held at the College for students to consider their options when they have finished studying at TRC. Lord Peter Hennessy, the eminent political historian and father of one of the College’s history teachers had visited to speak to Government and Politics students in the run up to the General Election.
- 14.205 The Principal had attended the SFCA summer conference where a main topic was the positioning of sixth form colleges in the changing educational landscape. Future developments will be considered at the next away day for governors early next year and an update will be presented to the next Corporation meeting.

CHAIRMAN'S REPORT

- 14.206 The Chair gave feedback on a recent meeting that he and the Principal had attended at Longley Park Sixth Form College with their Principal and recently appointed chair.
- 14.207 The Chairman has recently been appointed to the regional board of the AoC, representing College Chairs.

CALENDAR OF MEETINGS

- 14.208 The members considered the calendar of meetings for the 2015/16 academic year and confirmed the dates as presented.

THANK YOU TO GOVERNORS

- 14.209 The Chairman gave a vote of thanks to two long-serving members of the Corporation whose terms of office had ended. Both Damien Fitzgerald and Giles Bloomer have been members for many years and their contribution to the Corporation and committees has been valued greatly. Both were presented with gifts as a token of appreciation for their work.

DATE AND TIME OF NEXT MEETING

- 14.210 The next meeting would be held on Monday 21 September 2015 at 5.30 pm.

*The meeting remained quorate
End of Part I*

Signed _____

Date _____